

Regulation on Travel Expense and Reimbursement

200 KAR 2:006

COMMONWEALTH OF KENTUCKY
FINANCE AND ADMINISTRATION CABINET
OFFICE OF THE CONTROLLER
Informational Copy Revised 11/23/04

Applies to travel expenses incurred on and after November 23, 2004

Section 1 Definitions

- (1) “Agency” means a budget unit.
- (2) “Agency head” means the elected or appointed head of a budget unit.
- (3) “Approval” means approval granted in either written or electronic format.
- (4) “Cabinet” means the Finance and Administration Cabinet.
- (5) “Division” means the Division of Statewide Accounting Services, Office of the Controller, Finance and Administration Cabinet.
- (6) “High rate area” means a city, state, or metropolitan area in which it has been recognized that higher meal costs and lodging rates have historically prevailed, and that has been designated by the secretary of the Finance and Administration Cabinet as a high rate area and included in the cabinet’s policies and procedures manual incorporated by reference in 200 KAR 5:021.
- (7) “Incidental expense” means unexpected minor expenses arising from travel situations, or minor expenses authorized by an agency head to be reimbursed to an employee as a matter of efficiency or convenience.
- (8) “Lodging receipt” means any preprinted invoice, from a hotel or other type of lodging, showing the date of service, the amount charged for the service, the location where the service was performed and a description of the expenditure.
- (9) “Others in the official service of the Commonwealth” means individuals who are not state employees as defined in KRS Chapter 18A, but who are traveling on official business for the Commonwealth, or who officially represent a state agency, at the direction or request of a state official authorized to give the direction or make the request and does not include contractors who shall be entitled to reimbursement for travel and related expenses only as provided in their contracts with the Commonwealth.
- (10) “Receipt” means any preprinted invoice, from a hotel, motel, restaurant or other establishment, showing the date of service, the amount charged for the service, the location where the service was performed and a description of the expenditure.
- (11) “Residence” means address of the employee designated in the official records of the Department of Personnel.
- (12) “Secretary” means the secretary of the Finance and Administration Cabinet.

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- (13) “Subsistence” means amounts deemed to have been expended by a state officer, agent, employee, or other person authorized to receive reimbursement out of the State Treasury for meals, including tax and tips, while traveling on official state business, but shall not include any meals which may be included in charges for lodging or in registration fees paid by or on behalf of a state officer or employee.
- (14) “Subsistence or incidental receipt” means an itemized receipt for meals or incidental expenses showing the date of service, amount charged, and the name of the establishment.
- (15) “Travel software” means the software used by the Commonwealth to process travel authorizations and travel reimbursement documents.

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Section 2 General

(1) **Affected agencies**

Except as otherwise provided by law, this administrative regulation shall apply to all departments, agencies, boards, and commissions, and institutions of the Executive Branch of state government, except state-supported universities. It shall not apply to the Legislative and Judicial branches and their employees.

(2) **Enforcement**

(a) Each agency head shall be responsible for ensuring that travel reimbursement conforms to the provisions of this administrative regulation and that all travel expense from that agency is as economical as is feasible.

(b) A person who travels on official state business shall:

1. Identify if reimbursement is being requested based on Section 7 or 8 of this administrative regulation;
2. Prior to trip, create a Travel Authorization (TE, TEI, TEO, or TEC), if required;
3. After travel, create a Travel Payment Voucher (TP or TPI) document for reimbursement of business related expenses;
4. Maintain records and receipts to support the claim; and
5. Take sufficient personal funds to defray the travel expense.

(c) The secretary or designee may:

1. Disallow or reduce the amount of a claim that violates the provisions of this administrative regulation; or
2. Require written justification for amounts claimed by an agency for its employee.

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(d) The secretary or designee may authorize reimbursement for an employee's actual and necessary expenses for authorized travel if the head of the agency, or designee, submits a written determination that establishes the reimbursement is:

1. Required to avoid an undue economic hardship on the employee; or
2. Economically advantageous for the Commonwealth.

(3) **Eligibility**

Except as provided by state law or by this administrative regulation, reimbursement shall not be claimed for expenses of any person other than state officers, members of boards and commissions, employees, bona fide wards, or other persons in the official service of the Commonwealth. Only necessary expenses of official travel authorized by an agency head or designee shall be reimbursed.

(4) **Interpretation**

All final interpretations of this administrative regulation shall be made by the secretary. These determinations shall be final and conclusive.

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Section 3 Work Station

- (1) The official work station of an employee assigned to an office shall be the street address where the office is located.
- (2) The official work station of field employees shall be established by the agency head, based solely on the best interests of the Commonwealth.
- (3) If an employee is permanently reassigned or is stationed at a new location two (2) months, the new location shall become that employee's official work station.

Section 4 Authorizations

- (1) For travel in Kentucky, or outside Kentucky, but within the United States or its possessions, or Canada, the person requesting reimbursement shall obtain authorization from the agency head or a designated representative as authorized by Secretary's Order S97-451.
- (2) Travel to a bordering state that does not require airfare or an overnight stay shall be authorized in the same manner as travel in Kentucky.
- (3) Travel expenses shall be reimbursed if travel was authorized in advance as provided by subsections (4), (5), and (6) of this section.
- (4) If direct billing is to be utilized for state park and motor pool expenses, authorization shall be requested on a Travel Authorization (TE or TEI) document.
- (5) For travel outside of Kentucky, authorization shall be requested on Travel Authorization (TEO) document.
- (6) For travel outside the United States, its possessions or Canada the person requesting reimbursement shall have obtained authorization from:
 - (a) The agency head or a designated representative;
 - (b) The secretary or a designated representative; and
 - (c) The Governor or a designated representative.
- (7) A travel request for travel specified in subsections (4) and (5) of this section shall be received by the agency or cabinet at least five (5) working days before the start of travel.

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Section 5 Transportation

(1) Economy shall be required

- (a) State officers, agents, employees, and others in the official service of the Commonwealth shall use the most economical, standard transportation available and the most direct and usually-traveled routes. Expenses added by use of other transportation or routes shall be assumed by the individual.
- (b)
 - 1. Round-trip, excursion or other negotiated reduced-rate rail or plane fares shall be obtained if practical.
 - 2.
 - a. Tickets prepaid by the Commonwealth shall be purchased through agency business travel accounts provided by a major charge card company or commercial travel agencies.
 - b. Tickets purchased through the Internet shall be paid by the traveler and reimbursed on a Travel Payment Voucher (TP or TPI).
 - 3. Exceptions may be made with the approval of the agency head if other arrangements will be in the best interest of the Commonwealth.
 - 4. Agencies shall be billed monthly by the charge card company.
 - 5. Related payments shall be processed on Vendor Payment Voucher (P1) document.

(2) State vehicles

State-owned vehicles with their credit cards shall be used for state business travel when available and feasible. Mileage payment shall not be claimed if state-owned vehicles are used.

(3) Privately-owned vehicles

Mileage claims for use of privately-owned vehicles shall be allowed if a state vehicle was not available or feasible.

(4) Buses, subways

For city travel, employees shall be encouraged to use buses and subways. Taxi fare shall be allowed when more economical transportation is not feasible.

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(5) **Airline travel**

Commercial airline travel shall be the lowest negotiated coach or tourist class. Additional expense for first-class travel shall not be reimbursed by the state. Payment shall be made in accordance with subsection (1)(b) of this section.

(6) **Special transportation**

- (a) The cost of hiring cars or other special conveyances in lieu of ordinary transportation shall be allowed if written justification from the employee is submitted and approved by the agency head or designated representative.
- (b) Privately-owned aircraft may be used if it is determined to be to the advantage of the state, measured both by travel costs and travel time.
- (c) An employee may submit a written request for approval from the State Controller for an increased reimbursement rate greater than that calculated in Section 7, if the employee drives a personal vehicle modified to:
 - 1. Facilitate operation by altering controls for the brakes, accelerator, or steering wheel; or
 - 2. Allow a driver to enter the vehicle by installing a wheelchair lift, hoist, or ramp.

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Section 6 <i>Accommodations</i>
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- (1) Lodging shall be the most economical, determined by considering location of the lodging.
- (2) Facilities providing special government rates or commercial rates shall be used if feasible.
- (3) State-owned facilities shall be used for meetings and lodging if available, practicable and economical.
- (4) Location. Cost for lodging within forty (40) miles of the claimant's official work station or home shall be reimbursed if approved in advance by the agency head or a designated representative.
- (5) Group lodging, by contract.
 - (a) State agencies and institutions may contract with hotels, motels and other establishments for four (4) or more employees to use a room or rooms on official business. Group rates shall be requested.
 - (b) The contract may also apply to meals and gratuities. The contract rates and the costs of rooms and meals per person shall not exceed limits set in Section 7 of this administrative regulation.
 - (c) The traveler shall not claim reimbursement or subsistence for room and meals paid direct to an establishment providing these services.
 - (d) Payment shall be made on a Vendor Payment Voucher (P1) document and shall not include personal charges of employees or others in the official service of the Commonwealth.
 - (e) Payment shall be made to the hotel, motel, or other establishment.
 - (f) Contracted group meeting rooms and lodging and meal charges shall be exempt from Kentucky sales tax and the agency sales-use tax number assigned by the Department of Revenue shall be specified on the payment document.
 - (g) Tax exempt numbers shall not be used by individual employees to avoid point of sale payment of Kentucky sales tax connected with lodging costs. Sales tax payments shall be reimbursed on Travel Payment Voucher (TP or TPI) document.

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- (6) State parks
A state agency or institution using state park facilities may pay for rooms and meals by an Internal Travel Voucher (IIT) document to transfer funds, within the limits of this administrative regulation.

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Section 7 <i>Reimbursement Rates</i>
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(1) The following persons shall be exempted from the provisions of this section:

- (a) Governor;
- (b) Governor's staff;
- (c) Lieutenant Governor;
- (d) State employees traveling on assignment with the Governor, Lieutenant Governor, elected constitutional officers, or cabinet secretaries;
- (e) Elected constitutional officers;
- (f) Cabinet secretaries;
- (g) State officers and employees authorized to travel outside the United States;
- (h) Members of statutory boards and commissions; and
- (i) Others in the official service of the Commonwealth.

(2) **Lodging**

(a) Except as provided in paragraph (b) of this subsection, a state officer or employee shall be reimbursed for the actual cost of lodging if the:

- 1. Lodging is determined to be the most economical; and
- 2. State officer or employee has provided the hotel, motel, or other establishment's receipt to be reimbursed for the travel expenses.

(b) Reimbursement for lodging shall not exceed the cost of a single room rate, except that if employees share lodging, each employee shall be reimbursed the lesser of single rate or one-half (1/2) the double rate.

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(3) Subsistence and incidentals

- (a) Breakfast and Lunch A state officer or employee shall be eligible for reimbursement for subsistence for breakfast and lunch expenses while traveling in Kentucky, if authorized work requires an overnight stay and absence during the mealtime hours established by paragraph (d) or (e) of this subsection. An employee shall be in travel status during the entire mealtime. For example, to be eligible for breakfast reimbursement, an employee shall leave at or before 6:30 a.m. and return at or after 9 a.m. This requirement shall apply to all meals.
- (b) Dinner expenses A state officer, or employee shall be eligible for reimbursement for dinner expenses while traveling in Kentucky, if authorized work requires an absence:
 - 1. At a destination more than forty (40) miles from the individual's work station and home; and
 - 2. During the mealtime hours established by paragraph (d) or (e) of this subsection.
- (c) A state officer or employee shall be eligible for reimbursement for meals while on Authorized travel outside Kentucky, but within the United States, its possessions or Canada, at the reimbursement rates established in paragraphs (d) and (e) of this subsection. An employee shall be in travel status during the entire mealtime. For example, to be eligible for breakfast reimbursement, an employee shall leave at or before 6:30 a.m. and return at or after 9 a.m. This requirement shall apply to all meals.

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(d) Reimbursement for non-high rate areas:

Non-High Rate Travel		
Meal	Meal-time Hours	Reimbursement Amounts
Breakfast	6:30am - 9:00am	\$7.00
Lunch	11:00am - 2:00pm	\$8.00
Dinner	5:00pm - 9:00pm	\$15.00

(e) Reimbursement for high rate areas:

High-Rate Travel		
Meal	Meal-time Hours	Reimbursement Amounts
Breakfast	6:30am - 9:00am	\$8.00
Lunch	11:00am - 2:00pm	\$9.00
Dinner	5:00pm - 9:00pm	\$19.00

(f) A state officer or employee authorized to travel outside the United States, its possessions, or Canada shall be reimbursed for their actual and necessary expenses for subsistence.

(g) A state officer or an employee may, with prior approval of the agency head or designee, be reimbursed for the actual cost charged for meals, if the individual is assigned to attend meetings and training sessions.

(h) Gratuities may be reimbursed if:

1. The total payment of the meal and gratuity do not exceed the limits established in paragraphs (d) or (e) of this subsection, and
2. The gratuity does not exceed twenty (20) percent of the cost of the meal.

(i) Lodging receipts, or other credible evidence, shall be attached to the Travel Payment Voucher (TP or TPI).

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(4) Transportation expenses

(a) Reimbursement for authorized use of a privately-owned vehicle shall:

1. Be adjusted based on the American Automobile Association (AAA) Daily Fuel Gauge Report for Kentucky for regular grade gasoline cost reported on June 1, 2004 and adjusted thereafter on January 1, April 1, July 1, and October 1 each calendar year based on the average retail price of regular grade gasoline for the week beginning on the second Sunday of the prior month as follows:

	AAA Average Weekly Fuel Cost	Reimbursement Per Mile
a.	\$.01 to \$1.499	32 cents per mile
b.	\$1.50 to \$1.699	33 cents per mile
c.	\$1.70 to \$1.899	34 cents per mile
d.	\$1.90 to \$2.099	35 cents per mile
e.	\$2.10 to \$2.299	36 cents per mile
f.	Greater than \$2.299	36 cents plus 1 cent for every 20 cent increase

2. Not exceed the cost of commercial coach round trip airfare.

- (b) Mileage for in-state travel shall be based on the "Kentucky Official Highway Map", mileage software or MapQuest website. Out-of-state mileage shall be based on the most recent edition of the "Rand McNally Road Atlas", mileage software or MapQuest website.
- (c) Reimbursement for the actual cost of commercial transportation shall be made upon submission of receipts with the Travel Payment Voucher (TP or TPI).
- (d) Reimbursement for use of privately-owned aircraft shall be made if, prior to use, written justification was submitted to and approved by the agency head, or a designated representative.
- (e) A maximum of \$20.00 per night for parking or camping charges for camping vehicles shall be reimbursed.
- (f)
 1. Actual parking, bridge and highway toll charges shall be reimbursed.
 2. A toll receipt for authorized in-state travel by two (2) axle vehicles shall not be required.

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- (g) Reimbursement shall be made for reasonable incidental expenses for:
 - 1. Baggage handling;
 - 2. Delivery of baggage to or from a common carrier, lodging or storage; and
 - 3. Overweight baggage charges, if the charges relate to official business.
- (5) (a) Registration fees required for admittance to meetings shall be reimbursed.
- (b) If a registration fee entitles the registrant to meals, claims for those meals shall be reduced accordingly.
- (6) (a) Telephone and telegraph costs for necessary official business shall be reimbursed.
- (b) Telephone calls to agency central offices shall be made through:
 - 1. Agency 800 and 888 numbers, if available;
 - 2. A state government telephone credit card; or
 - 3. Lowest available service.
- (7) Other incidental expenses may be allowed by the agency head or designee if they are determined to be necessary expenses of official travel.

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Section 8 <i>Actual and Necessary Expenses</i>

(1) The following persons shall be eligible for actual and necessary expenses:

- (a) Governor;
- (b) Governor's staff;
- (c) Lieutenant Governor;
- (d) Elected constitutional officers;
- (e) Cabinet secretaries;
- (f) State employees traveling on assignment with the Governor, Lieutenant Governor, elected constitutional officers, or cabinet secretaries;
- (g) State officers and employees authorized to travel outside the United States, its possessions or Canada;
- (h) Members of statutory boards and commissions; and
- (i) Others in the official service of the Commonwealth.

(2) (a) Actual and necessary expenses of official business travel shall be reimbursed upon submission of receipts for items over ten (10) dollars. The secretary may reduce the amount of any actual expense to be reimbursed if the secretary determines that the expense is unreasonably excessive.

(b) Actual and necessary expenses for official business travel shall include:

- 1. Lodging;
- 2. Meals;
- 3. Commercial transportation;
- 4. Taxes related to actual and necessary expenses; and
- 5. Reasonable gratuities.

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(c) A credit card receipt shall be accepted for a meal if the receipt prepared by the establishment clearly shows that it is a receipt for a meal.

(d) Reimbursement for official use of a privately-owned vehicle shall:

1. Be adjusted based on the American Automobile Association (AAA) Daily Fuel Gauge Report for Kentucky for regular grade gasoline cost reported on June 1, 2004 and adjusted thereafter on January 1, April 1, July 1, and October 1 each calendar year based on the average retail price of regular grade gasoline for the week beginning on the second Sunday of the prior month as follows:

	AAA Average Weekly Fuel Cost	Reimbursement Per Mile
a.	\$.01 to \$1.499	32 cents per mile
b.	\$1.50 to \$1.699	33 cents per mile
c.	\$1.70 to \$1.899	34 cents per mile
d.	\$1.90 to \$2.099	35 cents per mile
e.	\$2.10 to \$2.299	36 cents per mile
f.	Greater than \$2.299	36 cents plus 1 cent for every 20 cent increase

2. Not exceed the cost of commercial coach round trip airfare.

(e) 1. The Governor and cabinet secretaries may be reimbursed for actual and necessary costs of entertaining official business guests, upon certification of these expenses to the secretary or designee.

2. The secretary or the secretary's designee may:

a. Question a claim for reimbursement; and

b. Reduce the amount to be reimbursed, if the secretary determines that it is unreasonably excessive.

(f) An employee of the Economic Development Cabinet or the Commerce Cabinet shall be reimbursed for actual and necessary costs of entertaining official business guests of the Commonwealth if the costs were:

1. Related to the promotion of industry, travel, or economic development;
2. Substantiated by receipts; and
3. Certified by the head of the cabinet.

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Section 9 Mileage

- (1) Mileage commuting between home and work station shall not be paid.
- (2) (a) If an employee's point of origin for travel is the employee's residence, mileage shall be paid for the shorter of mileage between:
 - (1) Residence and travel destination; or
 - (2) Work station and travel destination.
- (b) If an employee's point of origin for travel is the employee's workstation, and after proceeding to a travel destination, the employee's final destination is the employee's residence, mileage shall be paid for the shorter of mileage between:
 - (1) Residence and travel destination; or
 - (2) Workstation and travel destination.
- (3) Vicinity travel, and authorized travel within a claimant's work station shall be listed on separate lines on the Travel Payment Voucher (TP or TPI) document.

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Section 10 Travel Documents

- (1) Travel software shall have three (3) types of authorizations:
 - (a) TE or TEI for in-state travel;
 - (b) TEO for out-of-state travel; and
 - (c) TEC for out-of-country foreign travel.
- (2) A traveler shall create a:
 - (a) Travel authorization (TE or TEI) document if a state park facility or a motor pool vehicle will be used or if a registration fee is to be paid in advance.
 - (b) Travel authorization (TEO) document for an out-of-state trip.
 - (c) Travel authorization (TEC) document for an out-of-country trip.
- (3) A contract for group accommodations shall be made on the standard form used by the establishment providing the services.
- (4) Authorization for reimbursement of others in the official service of the Commonwealth shall be requested on:
 - (a) A Vendor Payment Voucher (P1) document; or
 - (b) A Travel Payment Voucher (TP or TPI) document.
- (5) A Travel Payment Voucher (TP or TPI) document shall be used to claim reimbursement for travel expenses.
- (6) The Travel Payment Voucher (TP or TPI) document shall be limited to the expenses made by one (1) person for the:
 - (a) Traveler; and

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- (b) If applicable, another person:
 - 1. Who is a ward of the Commonwealth; or
 - 2. For whom the traveler is officially responsible.
- (7) A Travel Payment Voucher (TP or TPI) document for expenses made for a person specified in subsection (6)(b) of this section shall include the person's:
 - (a) Name; and
 - (b) Status or official relationship to the claimant's agency.
- (8) (a) A Travel Payment Voucher (TP or TPI) document shall be submitted:
 - 1. For one (1) major trip; or
 - 2. Every two (2) weeks for employees that are in travel status for an extended period.
- (b) A Travel Payment Voucher (TP or TPI) document shall include:
 - 1. Social Security number of the claimant; and
 - 2. Purpose of each trip.
- (c) A Travel Payment Voucher (TP or TPI) document shall be signed and dated, or entered electronically and approved by the:
 - 1. Claimant; and
 - 2. Agency head or authorized representative.
- (d) If monthly expenses total less than \$10.00, a Travel Payment Voucher (TP or TPI) may include expenses for six (6) months of a fiscal year.
- (e) A Travel Payment Voucher (TP or TPI) document shall be:
 - 1. Legibly printed in ink or typed; or
 - 2. Processed electronically through travel software.

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- (f) A receipt shall provide the following information for each expense:
 - 1. Amount;
 - 2. Date;
 - 3. Location; and
 - 4. Type.
- (g) Receipts shall be maintained at the agency if documents are processed electronically.
- (h) If leave interrupts official travel, the dates of leave shall be stated on the Travel Payment Voucher (TP or TPI).
- (i) Lodging receipts, or other credible evidence, shall be attached to the Travel Payment Voucher (TP or TPI).

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Section 11 Incorporation by Reference

(1) The following material is incorporated by reference:

- (a) Travel Payment Voucher (TP or TPI) document (1999);
- (b) Travel Authorization (TE or TEI) document for in-state travel (1999);
- (c) Travel Authorization (TEO) for out-of-state travel (1999);
- (d) Travel Authorization (TEC) document for out-of-country travel (1999);
- (e) Vendor Payment Voucher (P1) (1999);
- (f) Internal Travel Voucher (IIT) document (1999);
- (g) Kentucky Official Highway Map (2004);
- (h) Rand McNally Road Atlas (2001); and
- (i) Secretary's Order S97-451, November 1, 1996.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Division of Statewide Accounting Services, Office of the Controller, Finance and Administration Cabinet, Capitol Annex Building, Room 393, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m.